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10 April 1963

**MEMORANDUM FOR:** Deputy Director of Central Intelligence

**VIA** : Deputy Director (Plans)

**SUBJECT** : Coordination of Agency Research and Development

1. This memorandum is being written in response to your telephone request of 5 April for my ideas on the composition and functions of an intra-Agency group to review and integrate research and development activities in various Agency components pursuing technical goals.

2. Such a group should constitute a reviewing body for the state of the Agency's R&D effort as a whole. Specifically, it should:

- a. Keep the DCI and the DDCI informed of significant projects, problems and progress on Agency scientific and technical problems.
- b. Uncover areas of mutual interest and concern among the various participating components. This calls for a continuing review of adequacy of numbers and kinds of personnel, budgets, programs, etc.
- c. Seek means of constantly improving the quality and scope of the Agency's R&D effort.
- d. Surface problems related to overlapping or conflicting missions.
- e. Assign specific research and development problems for primary cognisance to the Agency component best able to pursue them.
- f. Review the effectiveness of the Agency's liaison with R&D activities in other parts of the Federal Government.

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3. In order to be able to achieve these ends, such a group should not concern themselves with specific substantive technical and scientific matters. Collaboration and coordination of such matters should rest on frequent and close contact at the working scientist and technician level, and through seminars designed to cover specific substantive problems in depth, as needed.

4. The group should meet at least monthly on the basis of a regular agenda to which all the members might contribute. Such an agenda should be continually responsive to changing needs and problems as various members see them.

5. It is important for the group to have a base, outlook, and frame of reference that constantly relates its scientific activities to the broadest interpretation of the Agency's mission. For this reason, the group should be chaired by yourself and should have as members the chiefs or their deputies of those units in the Agency which have an appreciable research and development activity. These could include: DD/R, TSD, Office of Communications, OSI, and NPIC.

6. The group should have a permanent executive secretary, or secretariat, in order to insure regularity of meetings and execution of any decisions made by the group.

7. To achieve the give-and-take necessary to surface and resolve issues and problems in the research and development area, the group should gear itself to the maximum amount of informality compatible with getting on with a variety of serious and complex problems. For this reason, the size of the group should usually be limited to a single representative from each of the components involved.

8. The name of the group might be the CIA Research and Development Reviewing Board.

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TSD:OC;SG:jts (4/10/63)

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